



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 10, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT JAMES JONES TO THE POSITION OF ADMINISTRATIVE DEPUTY, HEALTH SERVICES

Consistent with the Board-approved policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint James Jones to the position of Administrative Deputy, HS at an annual salary of \$187,422.17 (\$15,618.51/month), placing him at the control point of this R18 position and reflecting a 13.87 percent increase over his base salary. We have reviewed the request and concur with the attached DHS request to appoint Mr. Jones.

As the Administrative Deputy, HS, Mr. Jones will report to the Chief Deputy Director, HS, who is also functioning as the Interim Director. In this capacity, Mr. Jones will oversee the departments operation and programs for Contracts and Grants, Capital Planning and Facilities Management, Human Resources, Materials Management and Procurement, Financial Services Management and Audit and Compliance. In addition, Mr. Jones will be responsible for coordinating the departmentwide administrative programs for developing, implementing and maintaining consistent policies and procedures, performing special studies as assigned by the Chief Deputy Director, provide staff support for the department's management team and will act as the Chief Deputy Director in assigned areas during his absence.

DHS indicates, Mr. Jones has over 21 years of various Los Angeles County experience and a copy of his resume and additional information from DHS is attached. Accordingly, the salary placement for Mr. Jones at the control point of this R18 position is consistent with the level of experience and knowledge that he brings to this position.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Each Supervisor
July 10, 2008
Page 2

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by July 18, 2008, we will advise DHS that authorization has been granted to proceed with Mr. Jones appointment to Administrative Deputy, HS at an annual salary of \$187,422.17 effective July 21, 2008.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Latisha Thompson of this office at (213) 974-1157 or lthompson@ceo.lacounty.gov.

WTF:SRH:SAS
MLM:LT:yb

Attachment

c: Executive Officer, Board of Supervisors
Interim Director, Department of Health Services
Director of Personnel

James Jones_mbs

NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Jim Jones

Employee No.:

(Check one) NEW HIRE: ☐ PROMOTION: ☒

I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

This position reports to the Chief Deputy Director, HS, who is also functioning as the Interim Director.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position: SEE ATTACHMENT

- Directs, designs, implements and maintains a variety of administrative functional areas and programs to monitor and assure that management practices throughout the Department are consistent; identifies problem areas and consults with the subordinate managers to develop solutions and enhancement to operations.
- Directs through subordinate managers the Department administrative operations and programs for Contract and Grants, Capital Planning and Facilities Management, Human Resources, Materials Management and Procurement, Financial Services Management and Audit & Compliance.
- Coordinates the Department-wide administrative programs for developing, implementing and maintaining consistent policies and procedures; organizes and leads Department-wide task forces regarding policy and/or procedural changes.
- Reviews and evaluates the effectiveness of policy and planning, including legislative development and analysis; within the Department and makes recommendations for enhancements where appropriate; monitors, evaluates and recommends methods for improving the efficiency of integrated services provided to stakeholders.
- Directs the planning, administration, development and evaluation of activities and highly complex contracting operations, capital planning and facilities management, human resources programs, procurement and supply distributions operations, fiscal operations, and audit and compliance functions.
- Directs cost and procedures studies of administrative services and operations and makes changes to promote efficient production. Directs the preparation of a variety of complex management analysis reports and correspondence, and recommends and implements new and revised policies and procedures based on study findings.
- Performs special studies as assigned by the Chief Deputy Director; provides staff support for the Department's Management Team; acts for the Chief Deputy Director in assigned areas during the latter's absence.
- Represents the Department to external agencies/internal County Departments; may speak at community, civic and business groups to advance the mission of the Department of Health Services.

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Mr. Jones brings over twenty-one (21) years of County experience to his role of interim Administrative Deputy, Health Services. Mr. Jones has been the General Manager, Administration and Finance Services (Payroll Title: Administrative Manager XVI, ISD) for the Internal Services Department since April 2003 and has been responsible for Human Resources, Finance Operations, and Purchasing Division. He was the Assistant Division Chief, CAO, Budget Operations and Management Branch from December 2001 to March 2003, for the Chief Administrators Office (now Chief Executive Office) and was responsible for central administrative budgetary control of the County's large social services departments (DPSS, DCFS, Child Support Svcs., Mental Health, and Community and Senior Services. He was the Chief, Budget and Fund Management Division for the Department of Public Works from March 1998 to November 2001 and was responsible for budget preparation, control and reporting activities for Public Works' 129 funds and 33 operating division/groups consisting of 24 FTEs with an operating budget of 1.5 million.

Mr. Jones is a proven leader in and directing the activities of major divisions in departments serving the public through effective fiscal management, efficient operations of mandated functions, and administrative accountability. He has been functioning as the Administrative Deputy, Health Services since May 5, 2008 and receiving an 11% Additional Responsibility Bonus. We request that this be considered relative to our salary request for Mr. Jones.

E. Provide the candidate's résumé or curriculum vitae

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name: Lawrence Gatton **Employee #:** **Title:** Chief Financial Management, HS

Base Monthly Salary: \$ 12,880.68 Base Annual Salary: \$ 154,568.16 Salary Range/Quartile: S14, Step 12

G. Identify management position above the position requested

Name: John Schunhoff **Employee #:** **Title:** Chief Deputy Dir., Health Svcs. (UC)

Base Monthly Salary: \$ 21,887.50 Base Annual Salary: \$ 262,650.00 Salary Range/Quartile: R 24

II. HUMAN RESOURCES

Certify that the position is vacant and budgeted

YES ☒ NO ☐

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$ 13,715.61 Annual: \$ 164,587.320 Range, Quartile: R16

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 13.874 %

PROPOSED SALARY: Monthly: \$ 15,618.51 Annually: \$ 187,422.17 Range, Quartile: R18, Control Point

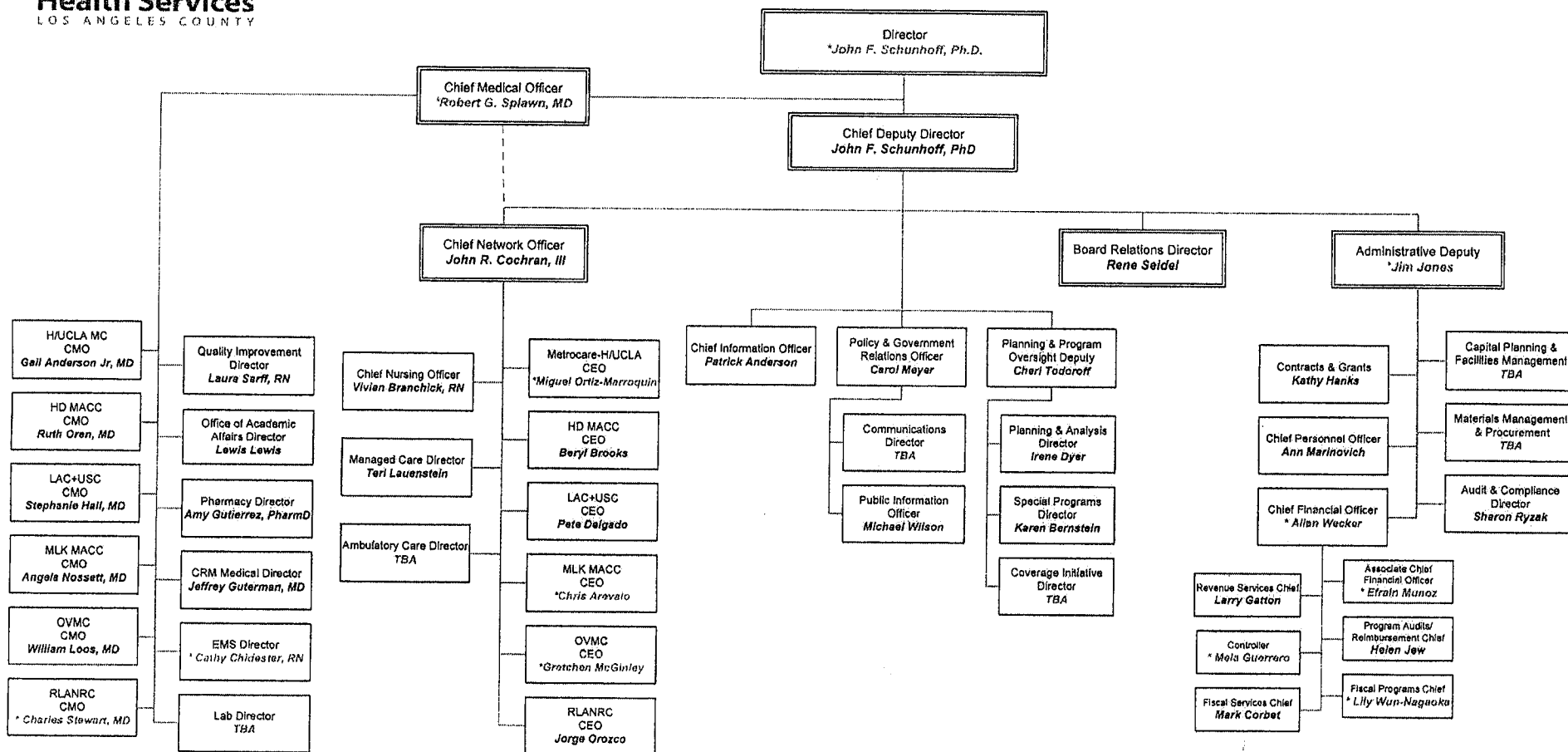
Reviewed listing of all internal equivalent positions within facility/program

YES ☒ NO ☐

Verify that candidate is listed on the appropriate Certification List and is reachable

This is an unclassified position, but the list of candidates were reviewed

DEPARTMENT OF HEALTH SERVICES
Organizational Chart



John F. Schunhoff
John F. Schunhoff, Ph.D.
Interim Director

7-3-08
Date

* Interim
* To Be Announced (TBA)

**LOS ANGELES COUNTY
DEPARTMENT OF HEALTH SERVICES**

ADMINISTRATIVE DEPUTY

DEFINITION

Under general direction to plan, organize and direct the administrative operations and services of assigned functions and programs in the Department of Health Services; to develop, coordinate and implement policies and procedures affecting agency-wide activities, programs and services; and to do other work as required.

CLASS STANDARDS

This is a single position class which reports to the Chief Deputy Director and provides management, direction and control for a variety of Agency administration staff activities, programs, services and line operations. A key characteristic of this class is the responsibility to ensure that policies and procedures are implemented in the Agency's six operating departments: Contracts and Grants, Capital Planning and Facilities Management, Human Resources, Materials Management and Procurement, Finance Management and Audit and Compliance. This class may also have direct administrative control and operational responsibilities for designated divisions and special programs of the Agency/Departments, as assigned by the Chief Deputy Director.

This class has been designated At-will (Unclassified) by the Board of Supervisors, in accordance with the provisions provided under Civil Service Rule 5 and Title 6, Salaries of the County Code and serves at the pleasure of the Chief Deputy Director and Director & Chief Medical Officer.

ESSENTIAL FUNCTIONS

- Directs, designs, implements and maintains a variety of administrative functional areas and programs to monitor and assure that management practices throughout the Agency are consistent; identifies problem areas and consults with the subordinate managers to develop solutions and enhancement to operations.
- Directs through subordinate managers the Agency's administrative operations and programs for Contract and Grants, Capital Planning and Facilities Management, Human Resources, Materials Management and Procurement, Financial Services Management and Audit & Compliance.
- Coordinates the Agency-wide administrative programs for developing, implementing and maintaining consistent policies and procedures; organizes and leads Agency-wide task forces regarding policy and/or procedure changes.
- Reviews and evaluates the effectiveness of policy and planning, including legislative development and analysis, within the Agency and makes recommendations for enhancements where appropriate; monitors, evaluates and recommends methods for improving the efficiency of integrated services provided to

stakeholders.

- Directs the planning, administration, development and evaluation of a large, extensive and highly complex contracting operations and activities, capital planning and facilities management, human resources programs, procurement and supply distributions operations, fiscal operations and, audit and compliance.
- Directs cost and procedures studies of administrative services and operations and makes changes to promote efficient production. Prepares and directs the preparation of a variety of complex management analysis reports and correspondence, and recommends and implements new and revised policies and procedures based on study findings.
- Performs special studies as assigned by the Chief Deputy Director; provides staff support for the Agency's Management Team; acts for the Chief Deputy Director in assigned areas during the latter's absence.
- Represents the Agency to external agencies/internal County Departments; may speak at community, civic, business groups to advance the mission of the Health Services Agency.

DESIRABLE QUALIFICATIONS

TRAINING AND EXPERIENCE

Education: Possession of a Master's degree in public/business administration, hospital administration, public health or closely related field.

Experience: Five years of progressively responsible administrative experience in the analysis and resolution of problems in areas of financial management, human resources, systems and procedures, audit and budget, policy, planning and organizational programs and development.

Knowledge of: Principles and practices of business, health care or hospital administration, third party reimbursement, budget, capital finance, organizational and personnel management; Federal, state and local laws, rules and regulations affecting hospitals or other health care operations; modern office practices, forms and equipment including the application of data processing management information systems; principles of supervision and staff utilization; principles and methods of planning, developing and evaluating programs, policies, procedures and operations, and financial analysis/cost reporting.

Ability to: Plan, organize, coordinate, direct, evaluate and supervise the work of assigned functions and staff; motivate subordinate staff; work in a team environment; work with direction/without direction as project assignment dictates; analyze, plan and direct health care operations; develop and monitor policies, procedures and systems which comply with Federal, state and local laws, rules and regulations and agency policy; develop and maintain effective working relationships; prepare comprehensive, clear and concise oral and written reports and correspondence; speak effectively; establish and maintain effective relationships with a variety of organizations and individuals.

LICENSE/CERTIFICATE:

A valid California C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

JCC: 040208

JAMES E. JONES

EXPERIENCE:

INTERNAL SERVICES DEPARTMENT (ISD), LOS ANGELES COUNTY

General Manager, Administration and Finance Service (April 2003 to present). (Payroll title: Administrative Manager XVI, ISD). Responsible for executive management of ISD's Finance, Human Resources, and Purchasing divisions:

- Finance includes budget, cost accounting, accounts payable, billing, and accounting systems (71 positions; \$5.6 million budget).
- Human Resources includes personnel, payroll, recruitment, classification, discipline, employee relations, training, risk management, safety, and return to work (70 positions; \$8.7 million budget).
- Purchasing includes the County Purchasing Agent (central purchasing); Materials Management (procurement, surplus property, and warehouse); the Office of Small Business; the eProcurement implementation team; etc. (119 positions; \$11.8 million budget).

ISD's FY 2007-08 operating budget totals \$444 million (2,362 budgeted positions) in the areas of Information Technology, Facility Operations, Purchasing and Contracts, and Administration and Finance. ISD also manages other budget units (Utilities: \$186 million; Telephone Utilities: \$82 million; and others) for a total budgetary responsibility of \$745 million.

The Administration and Finance Service supports ISD's business operations by providing finance, budget, personnel/payroll, recruiting, risk management, purchasing, and other management services. Current year goals include:

- Ongoing analysis of the impact of S.B. 1732 (the courts facility transfers to the State), and financial analyses of ISD's various new and existing lines of business
- Continuing improvements to ISD's workers compensation caseloads, litigation costs, and lost days
- Accelerating hiring by engaging an outside firm to recruit IT professionals
- Implementing the eCAPS Materials Management module (eProcurement), which will be rolled out to all County departments over the next two years
- Implementing the County's Green Purchasing Policy to guide departments in making environmentally sound purchases

CHIEF ADMINISTRATIVE OFFICE (CAO), LOS ANGELES COUNTY

Assistant Division Chief, CAO, Budget and Operations Management Branch (December 2001 to March 2003). Responsible for central administrative budgetary control of the County's large social services departments, including Public Social Services, Children and Family Services, Child Support Services, Mental Health, and Community and Senior Services. In FY 2002-03, these departments comprised approximately \$5.8 billion in net appropriation (34 per cent of the County total), \$596 million in net County cost, and 25,289 budgeted positions. The team included seven analysts and one support staff. Responsibilities included:

- Preparing the annual County budget; monitoring departmental budget performance
- Working effectively with Board offices, County departments, other governmental agencies, task

- forces, and others to address County priorities
- Preparing financial analyses, revenue projections, cost studies, etc.
- Developing, evaluating, and implementing revenue generation and cost control strategies
- Assisting in the development of strategic plans and performance measures
- Evaluating policies to be recommended for CAO and Board approval; interpreting existing policies; assessing work accomplished toward established goals; etc.
- Working with departments to review and approve items for the Board's agenda
- Reviewing and approving departmental organizational changes, staffing and hiring requests, etc.

DEPARTMENT OF PUBLIC WORKS, LOS ANGELES COUNTY

Chief, Budget and Fund Management Division (March 1998 to November 2001). Managed budget preparation, control, and reporting activities for Public Works' 129 funds and 33 operating divisions/groups. During this time, Public Works had an annual operating budget of approximately \$1.3 billion and 3,600 employees. Budget and Fund Management Division consisted of 24 positions with an operating budget of \$1.5 million. Responsibilities included:

- Monitoring revenue and expenses, balance sheet transactions, cash balances, and fund equity to ensure adequate available financing
- Preparing regular financial plans, analyses and reports
- Coordinating the development of departmental performance measures; participating in department strategic planning initiatives
- Preparing budgetary performance reports for each division/group
- Analyzing the financial impact of pending legislation

Head, Internal Audit Group (March 1996 to March 1998). Conducted economy and efficiency audits, compliance reviews, fraud investigations, internal control assessments, financial audits, and other assignments. The Internal Audit Group consisted of five audit positions plus two support staff.

DEPARTMENT OF HEALTH SERVICES, LOS ANGELES COUNTY

Senior Staff Analyst, Health; South/West Network (September 1994 to February 1996). Under the general direction of the Executive Director of the South/West Network, administratively responsible for monitoring the financial performance of three County hospitals (Harbor/UCLA Medical Center, King/Drew Medical Center, and Rancho Los Amigos Medical Center) and their affiliated outpatient health centers and comprehensive health centers. Special projects included:

- Leading an accounts receivable recovery project involving approximately eighty staff. This project reduced accounts receivable by \$60 million and implemented comprehensive controls over accounts receivable
- Reducing supplies costs through purchasing affiliations with other hospitals
- Analyzing the feasibility of privatizing hospital operations
- Initiating a re-engineering project designed to remove \$10 - 15 million in hospital operating costs

DEPARTMENT OF AUDITOR-CONTROLLER, LOS ANGELES COUNTY

Principal Accountant-Auditor, Audit Division (January 1986 to September 1994). Managed four to eight professional staff working on ten or more concurrent assignments. Responsible for supervising operational, compliance, and financial reviews of County departments, primarily the Department of Health Services, and making recommendations for improvement. Examples of audits include contract monitoring, accounts receivable management, regulation compliance, computer systems analyses, cost/benefit and outsourcing studies, and others.

EDUCATION:

UNIVERSITY OF SOUTHERN CALIFORNIA. Master of Business Administration - Finance.
Graduated May 1991.

CALIFORNIA STATE UNIVERSITY, LONG BEACH. Bachelor of Science, Business Administration,
Accounting. Graduated December 1985.

OTHER:

Certified Public Accountant: California license number 53370 (currently inactive status)

Los Angeles County Training Academy: Completed (1) Bureau Chief Executive Leadership Program
and (2) incumbent division manager courses.

References are available upon request.